

**California State University, Fresno
2009-2010 Faculty Furlough Program
SPRING 2010 CERTIFICATION BY 12-MONTH FACULTY MEMBER**

In accordance with Paragraph 5.b. of the Furlough Agreement dated July 28, 2009, between The California State University and the California Faculty Association, I certify that:

- i. I will not work on mutually agreed or assigned furlough days; and
- ii. I will not work beyond the duties assigned for any week in which I have one or more furlough days.

Print name: _____ Dept: _____

Signature: _____ Date: _____

Instructions for selecting proposed furlough days:

- Furlough days are scheduled by mutual agreement between the faculty member and dean (or other appropriate administrator, if applicable). Submit proposed dates to your department chair, who makes a recommendation and forwards them to dean for approval.
- January 15, April 5, and May 14 are underlined in the calendar below because they are pre-designated furlough days for all faculty. Circle these dates and propose additional furlough days through June 2010 to reach a total of 24 days in AY 2009-10.
- Propose **no more than one furlough day per week** and **no more than two furlough days per month**, including pre-designated furlough days. Use academic workdays only (shown in bold). As an FYI, administrative furlough days are asterisked (*) and may be proposed.
- As a one-time exception during AY 2009-10 (and only if not previously used during fall semester), you may observe up to four (4) furlough days in a single calendar month, including up to four furlough days in a single week of that month.

CIRCLE PROPOSED FURLOUGH DAYS FOR EACH MONTH:

JANUARY 2010

S	M	TU	W	TH	F	SA
					1	2
3	4*	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010

S	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12*	13
14	15	16	17	18	19	20
21	22	23	24	25	26*	27
28						

MARCH 2010

S	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29*	30*	31			

APRIL 2010

S	M	TU	W	TH	F	SA
				1*	2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19*	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010

S	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28*	29
30	31					

JUNE 2010

S	M	TU	W	TH	F	SA
		1	2	3	4*	5
6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28	29				

Total Days Spring: _____

Do any of the proposed furlough days fall on your teaching days? If yes, specify days and classes (attach additional sheet if necessary):

My salary is partially or fully-funded by grant(s) or contract(s), which have been fully-approved. I have attached a copy of the completed RTC with all signatures. I have been released _____ WTU for Spring 2010 (eg., 3 WTU or 6 WTU).

RECOMMENDED: Yes No

Department Chair's Signature

Date

APPROVED:

Dean's (or other appropriate administrator's) Signature

Date

REMINDER: REPORT MONTHLY FURLOUGH DAYS IN ABSENCE MANAGEMENT

Completed original will be placed in your Open Personnel File five days after copy is delivered to faculty member.

COPIES: Faculty Member Department Chair Academic Personnel (M/S ML55)